

**TGMI Steering Committee
Meeting Minutes
April 14, 2009**

Committee Members:

Present: Lauren Hill, Trish Pulley, Angie Duncan, Melisa Hucks, Vojin Janjic, Carolyn Head, Robyn Probus, John Zirkle

Excused Absent: Greg Wilson, Greg Duncan, Linda Cone, Marilou Cook

Ms. Hill called meeting to order at 2:43 PM.

Treasurer Report:

Ms. Hill reported that the TGMI account balance is approximately \$756.49.

Ms. Cook has been provided with information to begin online banking for the TGMI account.

Old Business:

Committee Names and Chairs:

Charter Committee:

Chair: Mike Travis

Members: Carolyn Head

Communications Committee:

Chair: John Zirkle

Community Service Committee:

Chair: Robyn Probus

Educational Leadership Committee:

Chair: E. Ross White

Members: Linda Cone, Georgeanne Martin

* Linda Cone will be shadowing TGEI for the Fall Conference

Events Committee:

Chair: Lisa Pugh

Members: Linda Cone, Angie Duncan

Mr. Zirkle is maintaining a Committee List for 2009. This list will include the names of the chairman and volunteer committee members from the Alumni on each committee. Mr. Zirkle will provide updates to the Steering Committee and Alumni Association.

New Business:

Committees:

Ms. Hill requested that each committee meet within the next 30 days. Mr. Zirkle will request that all *Committee Chairs* attend the May Steering Committee Meeting. The Committee will provide ideas and a current calendar of events to each chairman.

Upcoming Events:

Ms. Hill reported that Mr. Michael McIntyre from University of Tennessee (UT) has agreed to speak at one event (brown bag).

Ms. Probus was contacted by a TGEI alumnus to look into the possibility of joint community service activities with TGMI. Mr. Zirkle and other committee members agreed that this would be an effort to pursue. Ms. Probus will follow up with TGEI.

Membership By-Law Change:

Ms. Head made a motion to discuss the option of updating the By-Law regarding TGMI Steering Committee Membership. Mr. Zirkle second and motion passed. Discussion was then held regarding the update to the by-law. Mr. Zirkle made a motion for the Charter Committee to discuss the change to the by-law and provide options to the Steering Committee at the May Committee Meeting. Ms. Head second the motion and the motion passed.

Newsletter:

Mr. Zirkle will request information from the reporters of each class. This information will be included in the upcoming Newsletter. Target Date of distribution will be June 15th. The next newsletter will be distributed on December 15th.

Chairman's Report:

Alumni Award:

Ms. Hill reported that the TGEI Chairman has proposed the idea of an 'Award' for recognition of an alumnus within the EI and MI programs. Discussion will be held at the May Steering Committee Meeting in reference to the Structure, Process and Framework of this 'Award'.

Cont' Chairman's Report:

Website/Alumni Directory:

The current website and alumni directory has been discussed with Department of Human Resources (DOHR). DOHR will either keep the existing website directory or it will be disabled. Ms. Pulley reported that website does not receive frequent usage.

Mr. Travis has a current listing of all TGMI alumni. Ms. Hill will request a copy of the alumni listing. Mr. Janjic agreed develop and work a database for TGMI alumni. This database will be linked to the DOHR TGMI website. Mr. Janjic will design a database and email it out to Steering Committee members for review.

Additional discussion will be held regarding the alumni directory and website during the May Steering Committee Meeting.

TGMI Class of 2009:

Ms. Hill provided information regarding the 2009 TGMI class. A new participant selection process is being implemented for 2009. Commissioners will now select the attendees, which will represent the Department and/or Agency. Each department has a reserved number of seats in the 2009 class. The deadline for participant selection is May 1st.

DOHR has requested that the TGMI Steering Committee provide a one page document concerning the TGMI Alumni Association. This document will be included in the information packets handed out to the participants of the 2009 Class. The one page document would include information regarding what the Alumni Association is, where the Association is headed and initiatives of the Association. This one page document is due by April 28th. Mr. Zirkle will draft the one page document and submit to the committee for approval.

Next meeting will be on Tuesday, May 12th, at 2:30 PM.

Close:

Ms. Head made a motion for the meeting to be adjourned. Ms. Duncan seconded and the motioned carried.

With no further business, the meeting was adjourned.

Respectfully submitted,

Melisa R. Hucks, Secretary